



## ELECTRIC VEHICLE (AV) CHARGING STATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: [Building-Dept@coab.us](mailto:Building-Dept@coab.us) Website: <http://coab.us>

\* [Click here for Permit Submittal Instructions](#)

### REQUIRED PERMIT APPLICATIONS

- ☐ [EV Charging Station Permit Application](#)

### MINIMUM SUBMITTAL DOCUMENTS

- ☐ Job value must be listed on permit application
- ☐ Floor and site plans showing proposed EVCS location in relation to existing electrical panel, smoke detectors, buildings, other utility facilities or equipment, property lines, public right of ways and easements
- ☐ Proof of compliance with UL 2202 "Standard for EV Chargers" (1 set)
- ☐ Proof of compliance with NEC 2017 (1 set)
- ☐ Manufacturer technical specifications including mechanical ventilation and equipment installation guidelines
- ☐ One (1) line riser diagram showing electrical service, raceways, conductors and overcurrent protection supplying new EV chargers including voltage/phase/ampereage/AIC rating/lockable disconnect etc.
- ☐ One (1) set of damage prevention plans (bollards, curb stops, etc.)
- ☐ Indicate elevation of proposed equipment if installed within a designated [FEMA flood hazard zone](#)

### OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ Provide manufacturers submittals for EV charger
- ☐ If the device will be installed at a condominium, or within a homeowner's association (HOA), submit the approval letter from the condominium association or HOA
- ☐ In parking garages, additional Fire Safety Requirements may include but are not limited to:
  - a. Purple K or carbon dioxide fire extinguisher located by the egress door of parking garage
  - b. Automatic power shut-off upon activation of fire alarm
  - c. Additional ventilation may be required if charging involves non-sealed batteries
  - d. Enclosure where charger is shall have a 1 hour fire rating (including the door)
  - e. Clearance of 36" must be maintained in front and around vehicle for egress
  - f. EVCS must be directly powered from outlet (no extension cords)
  - g. Flammable or combustible material storage prohibited in charging area
  - h. Fire protection evaluation may be required. 2022 Fire Sprinkler Code applicable
  - i. Code changes increases hazard classification from OH1.5 to OH2

### PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Building Division
- ☐ Planning and Zoning (if applicable)
- ☐ Fire (if applicable)

## WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing [Building-Dept@coab.us](mailto:Building-Dept@coab.us)
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

## APPLICABLE CODES

Florida Building Code 8th Edition, National Electric Code 2023

FSS718.113(8) enables a multi-family occupancy unit owner the ability to install/use a/an electric charging station within the unit owners limited common element parking space. This legislation prohibits a condominium association's board of directors from prohibiting any unit owner from installing an EVCS within the boundaries of the unit owner's limited common element parking space, provided that the owner is responsible for: 1) Ensuring installation does not cause irreparable damage to the condominium property; 2) The costs of installation, operation, insurance, maintenance, repair, and removal of the charging station; and 3) Ensuring electricity for the EVCS is separately metered and payable by the unit owner.

**NOTICE:** In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies. In most cases these permits or approvals are required from: the U.S. Army Corps of Engineers, The U.S. Coast Guard, the Environmental Protection Agency, the Department of Environmental Regulation, or the Agency for Health Care Administration.

**Please note that this checklist is not intended to be all-inclusive  
Due to changes in codes, regulations, and ordinances, other requirements may apply.**